

RESTRICTED

Security Information

Employee Suggestion - [REDACTED] No. 169

25X1A9a

A. Information about the suggestor:

[REDACTED], GS-4, Clerk Typist, DSP/Staff C

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B. Summary of the Suggestion:

The suggestor proposes that orientation be given to new employees in the Records Integration Branch, FI,DD/P, which will include the employee being advised of and given a training period in the activity of the Branch to which he is being assigned. After such a preview, the employee will then make a decision whether he will accept the assignment or not.

C. Evaluation:

The Chief, Records Integration Branch states that "... the Branch already has an internal training program for the orientation of new employees in the functions of RI, and presents, through briefings, a picture of how and where RI fits into the Agency organizationally and functionally. However, the subject suggestion is concerned with an employee's being advised of and given a trial period in the activity to which he is to be assigned. After such a preview, the employee would then make a decision whether he would accept the assignment. This is considered to be impracticable." The Office of Training currently provides orientation briefings to which clerical employees of this and other offices are sent for information as to the functions, etc. of the Agency.

D. Note:

It appears that the above suggestion is already being carried out insofar as orientation and training of new employees is concerned. A letter of appreciation to the suggestor for her interest and initiative is recommended.

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